

Retention and Classification Report

Agency: Ogden (Utah). Police Department (2956)

2186 Lincoln Avenue
Ogden, UT 84401

Records Officer Angie Turner

25404 Evidence log
28392 Fingerprint cards

AGENCY: Ogden (Utah). Police Department

SERIES: 25404

3

TITLE: Evidence log

DATES: 1956-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 19.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after if not part of case file and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Protected

AGENCY: Ogden (Utah). Police Department

SERIES: 28392

3

TITLE: Fingerprint cards

DATES: 1890-

ARRANGEMENT:

DESCRIPTION:

These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints, it is unnecessary for individual agencies to maintain their own file. These cards are usually part of the criminal history files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on historical and research value of fingerprint cards for a particular period of time.

PRIMARY CLASSIFICATION:

Protected